

Talk of the Town



April 2004

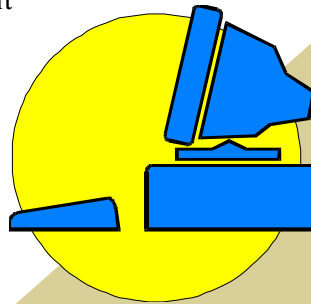
A periodic newsletter to keep the legal community informed about news concerning the Clerk of the Court's Office

Electronic public access and print capability

You can access the computer system used by the Court and the Clerk's Office by visiting our Customer Services Center at 601 W. Jackson in Phoenix. There you will find computer terminals that will show you the Integrated Court Information System (iCIS), which allows full search capability of both iCIS cases and information available in the L-Index (an archival listing of past cases/documents, with minimal identifying information). This means that you will be able to view case, party, docket and judgment information **from the Customer Service Center**. You can also access and print scanned images of documents.

This program allows the customer:

- to research cases and images without needing the paper file to be pulled;
- to have greater accessibility to a file, because an electronic file can't be "checked out" and more than one person can review a file at a time; and
- to save time and money by no longer having to stand in line to request a file, wait for the file to be pulled, and then wait for copies to be made.



There are 8 public access terminals located at the Customer Service Center (CSC) at 601 West Jackson, of which 2 have print capability. Six of the eight public access terminals have access to Court Minutes/Minute Entries, iCIS Public Access, Case History and Marriage License Look Up. All linked images (documents) are available except those that are not allowed to be viewed, e.g. mental health, sealed, juvenile, etc. This means that most images from adult cases initiated after January 2002 (and probate cases initiated after 1998) are available. The 2 public access print terminals only have iCIS (including and associated document images) available.

To provide greater access and convenience in the future, two additional print capable machines will be added at CSC and two public access terminals will be made available at Southeast Adult.

Attention Process Servers

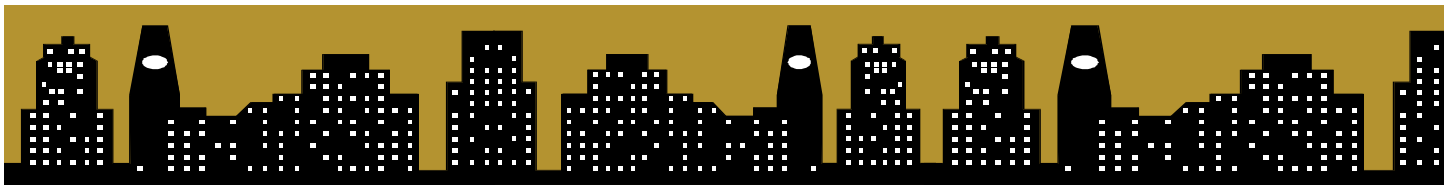
Attention All Process Servers: Please join us for the next quarterly meeting on Tuesday, July 6 at 12:00 pm in the Board of Supervisor's Conference Room located on the 10th floor of 301 W. Jefferson.

Diversity - the foundation of our culture

The solid foundation of American ethos is made up of a diverse blending of cultures. The ability to recognize and understand this diversity is a goal of all who provide public services. The Clerk's Office continually strives to provide the best possible customer service, and participating in diversity training is one way in which the Clerk of Court's staff endeavors to meet this goal.



The Arizona Court System Symposium series, sponsored by Maricopa County Trial Courts, is offering unique cultural diversity courses of which "Arizona Court System Symposium on the Global Dimensions of Muslim Culture" is the first in the series. Mr. Joe Legander, a member of the Clerk of Court's staff, moderated this session which focused on the life, faith, and culture of Muslims around the world, and specifically address the experience of Muslim-Americans living in Arizona, and their dealings with the justice system. This course featured a panel of respected members of the local Muslim-American community, who will interact with the moderator Joe Legander, the audience, and each other.



Ready, set, e-file!

In a world where we are more likely to do our banking online rather than visiting a bank teller, it is becoming more logical to handle litigation matters with the same ease and convenience. On December 8, 2003, that ease and convenience was extended to some types of litigation in Maricopa County when Clerk of the Superior Court, Michael K. Jeanes accepted the first Superior Court document filed electronically.



Clerk of the Superior Court Michael K. Jeanes accepts the first e-filed document in Maricopa County.

The success of the kickoff was the result of a team effort by clerk and court staff along with the e-filing vendor LexisNexis File & Serve. Preparation included bar coding and scanning over 2,500 documents, ensuring that technological programs were compatible, and extensive.

Currently, only cases assigned to the complex civil litigation court will use the e-filing system. There are two ways for a case to be assigned to the complex court:

- 1) Parties may, by motion, request such designation; or
- 2) a judge assigned to a case may ask that the case be designate complex. Either way, the Civil Presiding Judge determines whether such a designation is appropriate. For additional information on the Complex Civil Litigation Court,

please visit <http://www.superiorcourt.maricopa.gov/index.asp>. This site contains links to the applicable court rules and administrative orders for electronic filing and service.

Since 2002, we have electronically scanned all documents that come into our office as part of our Electronic Document Management System. In order to increase the efficiency of the system, we recommend the following guidelines:

- Avoid attachments to pleadings which are already in the court file. (A copy of a previously filed document may be attached to the judge's copy of the pleading if the party wants to draw the judge's attention to it.)
- Avoid using colored paper, colored printing, and highlighted text. Colored text and paper may create images which are difficult or impossible for black and white scanners to read, and in some cases highlighting actually redacts the text underneath.
- Use only black ink for all signatures.
- Avoid using legal size paper (larger than 8½ x 11). Attachments should be reduced in size for filing.
- Avoid using tabs on dividers. They do not scan. If you want to use them, use only on the copy sent to the judge.
- Avoid using blank pages as dividers. Scanning software deletes all blank pages from a document.
- File each document separately.
- Do not staple multiple documents together.

If you have any questions about electronic filing, you may contact: Mark Jensen (Clerk of the Court's Office) at 602-506-3636; Karen Westover (Superior Court) at 602-506-3484; or Teresa Perry (LexisNexis) at 1-866-480-1855.

Get up to speed - receive Minute Entries Electronically

The Clerk of the Superior Court offers law firms an efficient means to receive minute entries. The Clerk's Electronic Minute Entry distribution program emails relevant minute entries directly to appropriate law offices. Any law firms interested in joining the over 230 law firms and 2200 attorneys already participating in this program may email her at cgerchick@cosc.maricopa.gov for additional information and an application.

Doing Business with the Clerk's Office

An updated and electronic version of our Office navigational guide will be available in Summer 2004. If you would like an electronic copy, please email JohnstonS001@cosc.maricopa.gov.

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